

Instructions for Internet File and Pay for Unemployment Tax

5/7/03

- Type your account number and PIN.
- Press Enter or click on LOGIN.

HINTS

- UT account number is 7 digits.
- UT password is either 5 or 7 digits.
- You cannot file until the first day of the filing period.
- Read helpful information on this and all screens.
- Some fields are mandatory. If you click on Next without completing mandatory fields, you will see an error message.

Depending on your status as a UT filer, the correct report will be displayed for you.

- Click here to file and pay tax.
- Click here to make a payment only.

- Enter the number of employees as of the 12th of the month.
- If you have questions, click on ? for help.
- NOTE: Tax rate is displayed.
- Employees are displayed alphabetically by last name. You can sort them by SSN.
- Enter gross wages for each employee.

- Click here to delete an employee from your report. In the NEXT reporting period the name will not appear on your report.
- Scroll down.

HINTS

- If you **delete** an employee, you must show 00 gross wages.
- If you **list** an employee, you must show wages.
- This application is **not** meant for reporting for worker compensation.
- At the bottom of the screen, click on **Save and Exit** to return later to complete filing. Data will be saved until the next quarter or until the report is submitted.
- Click on **Delete Selected Employees** to delete employees from THIS report.
- Click on **Add New Employee** to add names to the report. There is no maximum number of names for a report.
- Click on Continue after all adds/deletes.

TO SEARCH: Type an SSN or employee

name and click on Search for Employee to go to the page where the employee's name is listed.

Key employee full name, if incomplete. When entering Employee's Gross Wages, use a decimal between dollar and cents amounts. No dollar sign (\$) or comma (,). To Delete an employee, click delete box to the left of the employee's Social Security Number (SSN).

Sort by SSN | Sort by Last Name, First, MI

Delete	SSN	Last Name	First	MI	Gross Wages
<input type="checkbox"/>	667484103	EMPLOYEE	FIVE		\$000.00
<input type="checkbox"/>	456789102	EMPLOYEE	FOUR		\$000.00
<input type="checkbox"/>	123456789	EMPLOYEE	ONE		\$000.00
<input type="checkbox"/>	345678901	EMPLOYEE	TWO		\$000.00
<input type="checkbox"/>	098765432	EMPLOYEE	THREE		\$000.00

NOTE: To View the Next Page of Employees: Click on the Page Numbers located at the Top and Bottom Right-hand corners of the Employee Grid.

SAVE and EXIT | DELETE Selected Employees | ADD New Employees

CONTINUE

Search for Employee

SSN | Last Name | First

Search for Employee | Clear Search

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Unemployment Compensation

Employee's Quarterly Report

1. You have interrupted the order process for the Employer's Quarterly Report.
2. This Save & Exit is a temporary save for review information.
3. To Complete Filing of the report, you must access this option again with your Account Number and PIN.
4. Processing of this report is not complete until you are assigned a Confirmation Number.

If you click on Save and Exit, you will get a warning that filing is not complete until you see the screen with your confirmation number. When adding/updating employee names, omit punctuation (e.g., O'Sullivan should be listed as OSullivan.)

If you click on Add New Employees, you will have the opportunity to enter employee information.

- Click on Continue or click on Save and Add More New Employees.

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Unemployment Compensation

Employee's Quarterly Report

Quarter Ending	New Data	Penalty After Date	Account Number
March 31, 2003	April 01, 2003	April 30, 2003	3433844

1st Month Number: 1 | Tax Rate: 4.7%

2nd Month Number: 2 | P.E.T. Number: 00000000

3rd Month Number: 4

Please review the following information. If it is not correct, press the "Back to Top" button" button and make necessary corrections. If you agree with all information, select the "Make Payment" button to complete an electronic check. The electronic check will be debited to your account on the settlement date you specify.

SSN	Last Name	First	MI	Gross Wages
667484103	EMPLOYEE	FIVE		\$ 5000.00
456789102	EMPLOYEE	FOUR		\$ 3000.00
123456789	EMPLOYEE	ONE		\$ 1000.00
345678901	EMPLOYEE	TWO		\$ 12000.00
098765432	EMPLOYEE	TWO		\$ 6000.00
667484103	EMPLOYEE	FIVE		\$ 5000.00

Key SSN and complete name. When entering Employee's Gross Wages use a decimal between the dollars and cents amounts. No dollar sign (\$) or comma (,). To Delete, click the box to the left of the employee's Social Security Number (SSN).

Add New Employees Below

Delete	SSN	Last Name	First	MI	Gross Wages
<input type="checkbox"/>	667484103	EMPLOYEE	FIVE		\$000.00
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

IMPORTANT Message:
Employee Added Above will be merged with the employee listing, unless you check the Delete box and select the "DELETE Selected Employees" button.

SAVE and EXIT | DELETE Selected Employees | ADD New Employees

BACK to Top | CONTINUE

Search for Employee

SSN | Last Name | First

Search for Employee | Clear Search

If you add a new employee, that person will also be added to your report.
If you enter a duplicate SSN, you will see an error message.

- Review information on the report to be sure it is correct.

Excess wages and tax are calculated for you.

SSN	Last Name	First	MI	Gross Wages
967-89-023	EMPLOYEE	FIVE		\$ 9000.00
456-78-0012	EMPLOYEE	FOUR		\$ 9000.00
123-45-6789	EMPLOYEE	ONE		\$ 1000.00
907-85-4321	EMPLOYEE	SIX		\$ 12000.00
345-67-8901	EMPLOYEE	THREE		\$ 6000.00
234-56-7890	EMPLOYEE	TWO		\$ 3000.00

The Areas listed below have been calculated for you.

• Total Gross Wages Paid This Quarter	\$39,000.00
• Wages paid this Quarter in Excess of \$7000 per Employee this year. The excess amount is based on reports filed with DCR. Adjustment(s) require contact with DCR at 800-433-8293, option 4.	\$8,000.00
• Taxable Wages for this Quarter	\$31,000.00
• Tax Due	\$837.00
• Penalty Due	\$0.00
• Interest Due	\$0.00
• Total Amount Due (if less than \$1.00 no payment necessary)	\$837.00
• Payment you have authorized	

NOTE: Click "BACK to Tax Return" button if input data is not correct, Click "Make Payment" button to complete a Check Payment. Click "Submit Report Only" if no payment due or EFT payment will be submitted, respectively.

SSN	Last Name	First	MI	Gross Wages
967-89-023	EMPLOYEE	FIVE		\$ 9000.00
456-78-0012	EMPLOYEE	FOUR		\$ 9000.00
123-45-6789	EMPLOYEE	ONE		\$ 1000.00
907-85-4321	EMPLOYEE	SIX		\$ 12000.00
345-67-8901	EMPLOYEE	THREE		\$ 6000.00
234-56-7890	EMPLOYEE	TWO		\$ 3000.00

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• Interest Due	\$0.00
• Total Amount Due (if less than \$1.00 no payment necessary)	\$837.00
• Payment you have authorized	

- Click on Back to Tax Return to make changes.

If you click on Submit Report Only, you will be asked if you are sure you want to submit without making payment.

- Click on **No** to make your payment.
- Then click on Make Payment.

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Unemployment Compensation - Click for HELP

NEW TESTING ENTERPRISES

Employer's Quarterly Report (1/27/03)

Due Date	Penalty After Date	Account Number
April 01, 2003	April 30, 2003	2431844

Tax Rate: .0370

F.I.E. Number: 591336012

2nd Month Number: 3

3rd Month Number: 4

Please review the following information. If it is not correct, press the "Back to Tax Return" button and make necessary corrections. If you agree with all calculations, select the "Make Payment" button to complete an electronic check. The electronic check will be debited to your account on the settlement date you specify.

SSN	Last Name	First	MI	Gross Wages
967-89-023	EMPLOYEE	FIVE		\$ 9000.00
456-78-0012	EMPLOYEE	FOUR		\$ 9000.00
123-45-6789	EMPLOYEE	ONE		\$ 1000.00
907-85-4321	EMPLOYEE	SIX		\$ 12000.00
345-67-8901	EMPLOYEE	THREE		\$ 6000.00
234-56-7890	EMPLOYEE	TWO		\$ 3000.00

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REVENUE TESTING ENTERPRISES

Employer's Quarterly Report (0314)

Quarter Ending	Due Date	Tax Rate	Account Number
March 31, 2003	April 01, 2003	April 30, 2003	2431844

1st Month Number: 1 Tax Rate: 0.070
2nd Month Number: 2 F.E.I. Number: 591323612
3rd Month Number: 4

☒ Check Box to use Banking Information on DOR Files.

REVENUE TESTING ENTERPRISES
Settlement Date: 4/30/2003
Pay to the order of: Florida U.C. Fund \$837.00
EIGHT HUNDRED THIRTY SEVEN ***** and 0/100 Dollars
Signature: JOHN Q. BUSINESSMAN
Meme: Unemployment Compensation
Bank Routing Number: 21112077 Account Number: *****7625

- Click on the down arrow and click on a settlement date to select it.
- NOTE:** The first date displayed will be the next BANKING day. The Settlement Date cannot be today and cannot be more than 30 days from today. Only bank days will display.

- Type the name of the person authorized to write checks for the account.
- Enter your bank routing and account numbers.
- If your routing number is invalid, you will receive a warning.
- Scroll down.
- Click on the check box to use banking information you provided to DOR during your last UT filing.
- Scroll down.

- Type your phone number and e-mail address.
- To verify check information, click on Verify.

REVENUE TESTING ENTERPRISES
Settlement Date: 4/30/2003
Pay to the order of: Florida U.C. Fund \$837.00
EIGHT HUNDRED THIRTY SEVEN ***** and 0/100 Dollars
Signature: JOHN Q. BUSINESSMAN
Meme: Unemployment Compensation
Bank Routing Number: 21112077 Account Number: *****7625
(area) Phone Number: 850 446 8888
Email Address: MEGJAY.COM
CANCEL Payment VERIFY

REVENUE TESTING ENTERPRISES
Settlement Date: 4/30/2003
Pay to the order of: Florida U.C. Fund \$837.00
EIGHT HUNDRED THIRTY SEVEN ***** and 0/100 Dollars
Signature: JOHN Q. BUSINESSMAN
Meme: Unemployment Compensation
Bank of America, National Association
Bank Routing Number: 21112077 Account Number: *****7625
Phone Number: 850 446 8888
Email Address: MEGJAY.COM
Please check authorization box !!
Authorization
Change ACH Info CONTINUE

- Review check information.
- Check the authorization box.
- Click on Continue.

You will be warned that **your transaction is not yet complete.**

- Scroll down.

You will have another opportunity to review filing and account information.

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REVENUE TESTING ENTERPRISES
Employer's Quarterly Report (ACT)

WARNING: Filing is not complete until you receive a Confirmation Number!
Please Click on the **Submit Report and Payment Now** button when you are ready to complete the Filing process.

Quarter Ending	Due Date	Penalty After Date	Account Number
March 31, 2003	April 01, 2003	April 30, 2003	2431844

1st Month Number	2nd Month Number	3rd Month Number	Tax Rate	F.E.L. Number
1	2	4	.0270	591323612

Please review the following information. If it is not correct, press the "Back to Tax Return" button and make necessary corrections. If you agree with all calculations, select the "Make Payment" button to complete an electronic check. The electronic check will be debited to your account on the settlement date you specify.

SSN	Last Name	First	MI	Gross Wages
567-89-0123	EMPLOYEE	FIVE		\$ 9000.00
456-78-9012	EMPLOYEE	FOUR		\$ 8000.00

Pay to the order of: Florida U.C. Fund DATE 4/30/2003 \$837.00

EIGHT HUNDRED THIRTY SEVEN and 0/100 Dollars

Signature: JOHN Q. BUSINESSMAN

Bank of America, National Association
Bank Routing Number: 063100277 Account Number: *****7625

Phone Number: 850 666 8888
Email Address: MEG@MY.COM

NOTE: Click "BACK to Tax Return" button if any data is not correct. Click "Make Payment" button to complete a Check/Voucher. Click "Submit Report Only" if you payment due or EFT payment will be submitted separately.

Submit Report and Payment Now
CORRECT CHECK INFORMATION
BACK to Tax Return

- Click on Submit Report and Payment Now to complete the transaction. The check amount will be debited on the settlement date.
- Click on Back to Tax Return to make changes. If changes are made, click on Submit Report and Payment Now to authorize the change in the electronic check.

You will see the Confirmation page.

- Click here to **print this page.**

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REVENUE TESTING ENTERPRISES
Employer's Quarterly Report (ACT)

Confirmation Number is: 20030417004021
DATE: 4/1/2003 TIME: 10:59:40

Please Print this Page for Your Records.

Quarter Ending	Due Date	Penalty After Date	Account Number
March 31, 2003	April 01, 2003	April 30, 2003	2431844

1st Month Number	2nd Month Number	3rd Month Number	Tax Rate	F.E.L. Number
1	2	4	.0270	591323612

SSN	Last Name	First	MI	Gross Wages
567-89-0123	EMPLOYEE	FIVE		\$ 9000.00
456-78-9012	EMPLOYEE	FOUR		\$ 8000.00
123-45-6789	EMPLOYEE	ONE		\$ 1000.00
987-65-4321	EMPLOYEE	SIX		\$ 12000.00

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